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STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

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STATE TREASURER

DATE: January 6, 2006

TO: Assessors and Equalization Directors

FROM: Kelli Sobel, Executive Secretary State Tax Commission

SUBJECT: Guidelines on Submitting MCL 211.154 Petitions (omitted or incorrectly reported property)

The State Tax Commission at their December 22, 2005 meeting adopted the following guidelines for submission of petitions for omitted or incorrectly reported property for personal property only:

For omitted or incorrectly reported personal property, the State Tax Commission is asking that, beginning on January 1, 2006, local units consider submitting petitions only when the three year cumulative change in the cash value is equal to or greater than \$10,000. Regardless of the dollar value of the change, the omitted or incorrectly reported personal property should be added to the tax roll for the tax year following the discovery.

The guidelines are to be used for determining when to submit a petition for personal property only. The State Tax Commission is asking that petitions still be submitted for all omitted or incorrectly reported real property.

The State Tax Commission is not mandating that local units follow these guidelines, but would ask that consideration be given when submitting petitions for omitted or incorrectly reported property. The State Tax Commission hopes that by adoption of these guidelines, processing of petitions will be done both cost effectively and in a timely manner.